



Code: 8255

Family: Construction, Maintenance, and Skilled Labor

Service: Operation and Construction

Group: Street, Water, Sewer and Disposal

Series: Street Maintenance and Construction

CLASS TITLE: GENERAL FOREMAN OF LABORERS – ASPHALT /CONCRETE

CHARACTERISTICS OF THE CLASS

Under supervision, directs and coordinates Foreman and their field crews engaged in the maintenance and repair of street alleys, sidewalks, and curbs and gutters, as well as asphalt paving and resurfacing of streets and roads, general labor for electrical work operations, and performs related duties as required

ESSENTIAL DUTIES

- Directs large scale construction work operations relating to the asphalt paving and resurfacing of city streets, alleys and roads, or concrete work such as sidewalk, ADA ramps, curbs and gutter, and alley and street work.
- Coordinates and monitors the work of Foremen and field crews, both asphalt and concrete, engaged in preparing work sites for resurfacing and in the spreading, finishing and compacting of asphalt materials, and the operation of asphalt equipment to maintain and repair surfaces; as well as, engaged in procurement activities and ensuring that proper mix of sand and cement are created, bending and installing rebar, and spreading, leveling, and smoothing concrete
- Plans, schedules and executes work projects in coordination with management personnel to meet department's objectives, priorities and performance measures
- Prepares work schedules for immediate subordinates, ensuring the effective and efficient utilization of manpower, assigning and rotating overtime assignments in accordance with applicable rules, and approves units' timesheets
- Receives complaints and makes necessary investigations of reports concerning concrete maintenance
- Enforces safety requirements, inspecting work sites to ensure work crews follow established safety procedures and practices; works with Foremen to ensure work procedures and practices are in compliance with departmental, federal and state safety standards and regulations
- Authorizes and approves the requisitioning of work materials, supplies and equipment to complete work projects; maintains records detailing subordinates' time worked and equipment used
- Prepares and maintains comprehensive unit reports detailing productivity, work-in-progress, and any particular problems and/or situations encountered; reviews reports from field personnel
- Allots crews to their respective duties and making sure that they have the appropriate training and tools so that they can execute their jobs accurately
- Responds to major incidents or problems at work sites, coordinating work efforts with Foremen to ensure timely resolution of problems and minimal delay of work progress
- Tracks the status of open work orders to ensure the timely completion of repairs and maintenance work

Attends disciplinary hearings for staff; initiates and enforces disciplinary actions as required; responds to and resolves work related conflicts or problems with staff; enforces personnel and work rules

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS**Education, Training, and Experience**

- Five (5) years of experience in construction, maintenance, and repair of street alleys, sidewalks, and curbs and gutters;
OR asphalt resurfacing, general labor for electrical work operations;
OR dispatch operations work, including two (2) years in a supervisory capacity related to the responsibilities of the position; or an equivalent combination of education, training and experience

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment
- Exposure to outdoor weather conditions
- Exposure to loud noise, fumes or dust, oily or wet environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals)
- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves, vest, pads)
- Communication equipment (e.g., two-way radio, dispatch equipment, multi-channel system)

PHYSICAL REQUIREMENTS

- Ability to stand and walk for extended or continuous periods of time
- Ability to move one's hands and arms to grasp or manipulate objects

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Considerable knowledge of:

- *work practices relating to general labor, construction labor, repair of street alleys, sidewalks, and curbs and gutters or asphalt paving and resurfacing
- *work practices relating to electrical work operations that pertain to saw cutting, building and installing manhole frames and covers, laying electrical conduit, and working with a jackhammer, and consaw
- *applicable safety practices and procedures specific to labor work, including OSHA standards
- *proper use of safety equipment and protective gear
- *proper use of materials and equipment used in the repair of street alleys, sidewalks, and curbs and gutters or proper use of asphalt materials and equipment used in street and road surface paving and repair

Moderate knowledge of:

- *supervisory methods, practices, and procedures

Some knowledge of:

- management methods and practices

Knowledge of applicable City and department policies, procedures, rules, and regulations

Other knowledge as required for successful performance in the Foreman of Laborers class

Skills

- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- MANAGEMENT OF MATERIAL RESOURCES - Obtain and see to the appropriate use of equipment, facilities, and materials needed to do certain work
- *MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Other skills as required for successful performance in the Foreman of Laborers class

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense

Other abilities as required for successful performance in the Foreman of Laborers class

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

Other characteristics as required for successful performance in the Foreman of Laborers class

CLASS TITLE: GENERAL FOREMAN OF LABORERS – ASPHALT / CONCRETE

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
June, 2019